

**EVALUATION OF TEACHER'S PERFORMANCE  
OBSERVATION REPORT**

Teacher's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Subject Area being observed: \_\_\_\_\_

Date of Observation: \_\_\_\_\_ Starting time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

**ASSESSMENT:**

Codes: (Check +) = Surpasses Expectations (Check) = Meets Expectations (X) = Area for Growth N/A=Not Applicable

**I. PERSONAL CHARACTERISTICS and PROFESSIONAL ATTITUDES:**

- a. \_\_\_\_\_ Has an enthusiastic and dynamic approach to teaching.
- b. \_\_\_\_\_ Projects voice clearly and effectively.
- c. \_\_\_\_\_ Demonstrates a positive attitude.
- d. \_\_\_\_\_ Appears well groomed and appropriately dressed.
- e. \_\_\_\_\_ Demonstrates sweetness and good interpersonal skills.
- f. \_\_\_\_\_ Projects a friendly, cooperative attitude toward his/her colleagues.
- g. \_\_\_\_\_ Maintains appropriate confidentiality with parents and is aware of all school policies.
- h. \_\_\_\_\_ There is evidence of leadership qualities, responsibility and dependability.
- i. \_\_\_\_\_ Has demonstrated organizational abilities.

COMMENTS: \_\_\_\_\_

**II. INSTRUCTIONAL PLANNING**

- a. \_\_\_\_\_ Carefully prepares creative and comprehensive Lesson Plans when due.
- b. \_\_\_\_\_ Applies Next Generation Sunshine State Standards/Common Core Standards, Subject Area Content
- c. \_\_\_\_\_ Uses appropriate curricula, Instructional strategies and resources to develop lesson plans that include goals and/or learning objectives, assessment of student learning, and home learning in order to address the diverse needs of students.
- d. \_\_\_\_\_ Shows evidence of organized classroom activities.
- e. \_\_\_\_\_ Regularly posts grades, announcements, photos & information on *Edline* and *Highpoint Families sites*.

COMMENTS: \_\_\_\_\_

**III. KNOWLEDGE OF LEARNERS**

- a. \_\_\_\_\_ Identifies and addresses the needs of learners.
- b. \_\_\_\_\_ Demonstrates respect for individual differences, cultures, backgrounds, and learning styles.
- c. \_\_\_\_\_ Addresses the various Learning Styles of learners by utilizing different teaching methods.
- d. \_\_\_\_\_ Responds to the learner's academic and emotional needs.
- e. \_\_\_\_\_ Is responsive to the learner's non-verbal cues.
- f. \_\_\_\_\_ Actively seeks out, listens to, and supports learner's ideas, points of view, and active participation.
- g. \_\_\_\_\_ Learner's are offered choices and are given responsibilities in the classroom.
- h. \_\_\_\_\_ Encourages learners to mentor others.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

#### IV. CLASSROOM CONTROL & MANAGEMENT

- a. \_\_\_\_\_ Exhibits evidence of organization of classroom materials and supplies.
- b. \_\_\_\_\_ Establishes appropriate control over student incidents and/or situations.
- c. \_\_\_\_\_ Makes sure that the students remain on task accordingly.
- d. \_\_\_\_\_ Demonstrates ability to utilize strategies that can ascertain classroom discipline.
- e. \_\_\_\_\_ Uses strategies to prevent, identify and redirect students that are off-task.
- f. \_\_\_\_\_ Utilizes clear communication, with voice control, to reinforce appropriate discipline.
- g. \_\_\_\_\_ Creates and maintains safe learning environment while encouraging fairness, respect, and enthusiasm.
- h. \_\_\_\_\_ Implements positive, proactive behavior management strategies.
- i. \_\_\_\_\_ Manifests resourcefulness in selecting materials and adapting them accordingly.
- j. \_\_\_\_\_ Arranges display areas attractively with student work; correlates them with Curriculum.
- k. \_\_\_\_\_ Utilizes low, non-accusatory, voice tones when addressing students.
- l. \_\_\_\_\_ Allows students a reasonable freedom of movement .
- m. \_\_\_\_\_ Clearly states expectations for behavior.
- n. \_\_\_\_\_ Is consistent with consequences.
- o. \_\_\_\_\_ Encourages students to settle disputes.
- p. \_\_\_\_\_ Monitors and redirects student's behavior.
- q. \_\_\_\_\_ Provides specific feedback when students behave well.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

#### V. KNOWLEDGE AND PRESENTATION OF SUBJECT MATTER

- a. \_\_\_\_\_ Demonstrates knowledge of subject matter while teaching.
- b. \_\_\_\_\_ Is fully prepared for class presentations.
- c. \_\_\_\_\_ Utilizes a variety of instructional procedures; (discussion, group reporting, individual study, contracting, demonstration, cooperative learning, lectures, boardwork, Smartboard, Promethean Board, iPad, etc.).
- d. \_\_\_\_\_ Begins with appropriate introduction and closes instruction appropriately.
- e. \_\_\_\_\_ Provides for individual differences through differentiated activities and assignments which are clear and challenging.
- f. \_\_\_\_\_ Uses effective communication skills; explains tasks clearly; uses correct grammar and accurate language at all times.
- g. \_\_\_\_\_ Addresses academic needs through a variety of appropriate instructional strategies and technologies that engage learners.
- h. \_\_\_\_\_ Accommodates student's varied academic needs.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

#### VI. TECHNIQUES OF INSTRUCTION AND ASSESSMENT

- a. \_\_\_\_\_ Instructional materials and methods are appropriate to the needs and abilities of the students.
- b. \_\_\_\_\_ Minimizes disruption to learning
- c. \_\_\_\_\_ Minimizes time spent on managerial tasks
- d. \_\_\_\_\_ Student's performance on learning objectives is monitored.
- e. \_\_\_\_\_ Opportunities are provided for verbal interaction and active student involvement.
- f. \_\_\_\_\_ Utilizes available resources; (*computer, Smartboard, Promethean Board, ipad, recorders, internet, etc.*)
- g. \_\_\_\_\_ Instruction follows a sequence.
- h. \_\_\_\_\_ Clear explanations and directions are provided and clarified to students as needed.

- i. \_\_\_\_\_ Learning objectives of an activity are clearly stated.
- j. \_\_\_\_\_ Directions and assignments are clearly communicated to students.
- k. \_\_\_\_\_ Transitions are clear and no time is wasted.
- l. \_\_\_\_\_ Gathers, analyzes, and uses data (SAT Assessment data) to measure learner progress, guide instruction, and provide timely feedback.
- m. \_\_\_\_\_ Encourages use of analysis and reasoning skills.
- n. \_\_\_\_\_ Encourages student's creativity.
- o. \_\_\_\_\_ Promotes exploration of concepts and links concepts across activities.
- p. \_\_\_\_\_ Applies concepts to the real world.
- q. \_\_\_\_\_ Engages in "feedback loops" –(Ex. Teacher asks a series of follow-up questions to elicit a deeper understanding from students.)
- r. \_\_\_\_\_ Asks open-ended questions.
- s. \_\_\_\_\_ Improves language modeling in the classroom.

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

**VII. TEACHER-STUDENT RELATIONSHIPS**

- a. \_\_\_\_\_ Has established a respectful relationship with students.
- b. \_\_\_\_\_ Encourages students to participate in discussions.
- c. \_\_\_\_\_ Possesses a firm, sympathetic and consistent approach.
- d. \_\_\_\_\_ Utilizes positive reinforcement methods.
- e. \_\_\_\_\_ Demonstrates an understanding of and consideration for the individual interests, needs, abilities and differences of each students.
- f. \_\_\_\_\_ Avoids sarcasm and negative criticism.
- g. \_\_\_\_\_ Communicates effectively with students, their parents or families, staff, and other members of the learning community.
- h. \_\_\_\_\_ Gives lots of specific feedback.
- i. \_\_\_\_\_ Encourages students to persist in their work.

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

**VIII. PROFESSIONALISM**

- a. \_\_\_\_\_ Demonstrates a high level of professionalism.
- b. \_\_\_\_\_ Demonstrates behavior consistent with legal, ethical, and professional standards.
- c. \_\_\_\_\_ Engages in continuous professional growth.
- d. \_\_\_\_\_ Assumes a leadership role within the learning community.

**COMMENTS:** \_\_\_\_\_

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**TEACHER BEING EVALUATED:**

I have read and understood this Evaluation and have discussed it with a member of the Administration.

*Teacher's Comments, if any:* \_\_\_\_\_

**Teacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: Teacher's signature means only that the teacher has read and understood the contents of this document.*

Name of Evaluator: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_